



GRANT GUIDELINES 2016-17

IH PTSA MISSION
To expand educational opportunities and enhance the learning and social environment at Issaquah High through programs, volunteers, advocacy and financial support.

Thank you for your efforts to enhance the learning environment at IHS and for bringing your idea to PTSA for consideration.

CRITERIA: IH PTSA will consider any item, program or activity that is compatible with our mission (above), and will review applications considering at least the following criteria:

- ❖ Does it foster student learning?
- ❖ Does it strengthen our school community?
- ❖ Does it reach a large number of students and/or target an underserved population?
- ❖ Will it have a long-term impact?
- ❖ Does it align with IHS building goals?
- ❖ Is IH PTSA the most appropriate funding source?

APPLICATION PROCESS:

- 1) Complete the "Issaquah High PTSA Grant Application" (form on website).
- 2) Submit application to the Principal, who will confirm its feasibility/suitability and consider other available funding sources, if any. The Principal will forward it to the PTSA.
- 3) The PTSA Grant Review Committee will send you an e-mail to confirm receipt and may contact you with additional questions.
- 4) Your grant request will be considered and voted on at a monthly PTSA General Membership meeting (timeline below). PTSA will notify you via e-mail immediately afterward.
- 5) Our PTSA Treasurer will provide a check to the appropriate party upon presentation of an invoice.
- 6) Provide an update to PTSA, in writing or in person after implementation of your grant.

TIMELINE: PTSA will consider grant proposals at least three times during the 2016-17 school year:

	<u>Application to PTSA by</u>	<u>PTSA Meeting (vote)</u>
<i>FALL:</i>	October 21, 2016	November 18, 2016
<i>WINTER:</i>	January 20, 2017	February 10, 2017
<i>SPRING:</i>	April 21, 2017	May 12, 2017

GRANT ASSISTANCE: For help on your application, contact our PTSA grant chair:

Margaret Chalfant
Chair
tmchalfant@comcast.net